

RECORDS CONTROL SCHEDULE

1. SUBJECT FILE 1947-1952

Located: Room 202, cabinet 2856: 1, 2, 3.

Disposition: Retire material dated 1947 through 1950 to CIA Records Center for processing and storage. Hereafter at the end of each calendar year retire those records created in the previous year. After retirement to the Records Center ephemeral material such as administrative copies of correspondence and form records pertaining to procurement of supplies and equipment, personnel, and property will be removed and destroyed when they become three years old, all other records will be retained.

2. TABLE OF ORGANIZATION FILE 1950-1952

Located: Room 207, cabinet 2672: 1, 2.

Disposition: Retire material dated 1950 to CIA Records Center for storage. Hereafter at the end of each calendar year retire those records created in the previous year.

3. ADMINISTRATIVE ISSUANCES FILE 1947-1952

Located: Room 204, cabinet 2859: 1-4.

Disposition: Retire material dated 1947 through 1950 to CIA Records Center, including case files of Administrative Instructions and General Orders. Hereafter at the end of each calendar year retire those records created in the previous year.

4. FORMS FILE

Located: Room 207, cabinet 2861: 2,3.

Disposition: If recommendations in Tab D are adopted this material may be disposed of in the following manner:

a. Destroy copies of blank forms as they become obsolete.

b. Retire supporting papers, such as drafts, requests for approval and related correspondence, at the end of the calendar year in which the related form became obsolete.

RESTRICTED

Security Information